

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

June 25, 2009

PRESENT: Patricia Finder-Stone, Keith Pamperin, Pat Cochran, Warren Skenadore, Grace Aanonsen, Bill Clancy, Steve Daniels, Donajane Brasch

EXCUSED: Judy Parrish, Libbie Miller, Tom Diedrick

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers, Denise Misovec, Diana Brown

PLEDGE OF ALLEGIANCE.

Vice-Chairperson Pamperin called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Finder-Stone and seconded by Sup. Clancy to adopt the June 25, 2009 agenda. **MOTION CARRIED.**

INTRODUCTIONS: After Board introductions were made, Ms. Christianson introduced John Fritz, our newest Information & Assistance Specialist. Mr. Fritz has worked for the Alzheimers Association for the past 4 ½ years. He is excited about being able to bring some of his expertise in this area to the ADRC and is looking forward to becoming an intricate part of the I&A Staff.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF May 28, 2009:

Ms Finder-Stone moved and Sup. Clancy seconded to approve the minutes of the regular meeting of May 28, 2009. **MOTION CARRIED.**

FINANCIAL REPORT:

- A. REVIEW AND APPROVAL OF THE MAY, 2009 REPORT:** Ms. Archambault reported that for the most part expenses appear to be on target. She noted that we are under in food costs and related expenses and we will be reviewing this information in preparation of the 2010 budget. Program income for the nutrition program shows an average donation of \$1.96; however, we had budgeted for \$2.10. The Older Americans Act revenues will be received this month.

Sup. Clancy moved and Ms. Cochran seconded to approve the May 2009 Financial Report. **MOTION CARRIED.**

- B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations.

- B. APPROVAL TO SUBMIT MIPPA GRANT:** Ms. Archambault explained that through the Medicare Improvement for Patients and Providers Act (MIPPA), grant money has been made available to each county for the purposes of outreach and education to consumers regarding Part D Low Income Subsidy (LIS) and Medicare Savings Programs (MSP). Because the available dollars for each county are so small, the state has asked that we work with Kewaunee County to provide outreach and education to consumers. We also need to provide outreach specifically to the Hmong population. We propose to contract with NEWCAP for Hmong outreach and to contract with an individual for our other outreach efforts in Brown and Kewaunee Counties. The overall goal would be to

increase the number of enrollees. Ms. Archambault stated that the grant would be for \$9,500 per year totaling \$19,000 for the 2 year grant for Brown and Kewaunee Counties.

Ms. Finder-Stone moved and Ms. Brasch seconded to approve the submission of the MIPPA Grant. **MOTION CARRIED.**

REPORT FROM PROGRAM COMMITTEE – RECOMMENDATION FOR 2010-2011 MEAL CONTRACT FOR NUTRITION PROGRAM: Mr. Pamperin reported that the Program Committee had met earlier today and opened the proposal received from Konop Food & Catering Inc. for the 2010-2011 meal contract for the nutrition program. We are currently paying \$3.67 per meal and the new proposal came in at \$3.70 per meal. There were no other proposals submitted. It was the Program Committee's recommendation that we accept Konop's proposed rate of \$3.70 per meal.

Sup. Clancy moved and Ms. Aanonsen seconded to approve and accept Konop's proposal for the 2010-2011 Meal Contract for the Nutrition Program.

2010-2012 AGING UNIT PLAN: Ms. Archambault explained that the Older Americans Act requires that we develop and submit a 3-Year Aging Unit Plan. She reviewed the "Summary of Plan Requirements" and the "Role of the Policy-Making Body" which detailed the requirements for board involvement. These include: Focusing on the development of the plan (June meeting); Review & approval of a draft version prior to public hearings (July meeting); and Review and approval of the final draft following public hearings (August meeting). The board will also need to conduct a review of its Mission Statement.

She explained that the "Plan Context" needs to include information about who are the older persons in Brown County, discuss their needs, how the aging network serves them, our role in long term care, as well as the challenges and resources that impact our consumers and our agency. It must also reflect the advocacy orientation of the aging unit to improve the quality of life for older persons. The Environmental Scan should encompass present capabilities as well as future needs to achieve goals. Goals are required for emergency preparedness, transportation coordination, and family caregiver support activities. Plans can also include goals for areas the board identifies as a priority. In our 2009 Plan, we have included goals for prevention activities.

Public hearings will be scheduled during the first two weeks in August. Ms. Archambault encouraged board members to attend the hearings and will keep everyone posted as the planning process develops.

REVIEW OF DRAFT 2010 ADRC BUDGET: Ms. Archambault prefaced the draft budget information noting that the economics of the nation, state and county will make this budget very difficult. She noted that the county is facing a \$3,000,000 or more deficit before beginning the 2010 budget. County Executive Tom Hinz has met with Department Heads to discuss ways to save dollars on a county level as well as within each department. Department Heads were also asked to discuss this issue with their own staff. At this time everything across the board is being considered from energy efficiencies to staff furloughs, etc.

Because the budget packet from the County Executive will not be distributed to departments until July 7th, this first budget draft reflects the current levy. It is expected that the levy for next year will not be at this level. This first draft is just to give us an idea of where we stand now.

The budget includes no salary increases for ADRC staff and no salary increases for contract agencies.

Ms. Archambault stated that the 2010 budget process does not allow for the addition of new positions – changes to the organizational chart will be handled separately. She explained that we are now contracting with Human Services for Functional Screeners (1 FTE), Economic Support (.5) and a Wait List Staff (5). In talking with Human Services, it was our original intention to move these responsibilities to the ADRC in 2010. However, this would require that positions be transferred to the ADRC. For 2010, until there is a resolution regarding this transfer, we will leave the contract amount with HSD in the proposed budget.

She reviewed the expenses stating that most costs are based on our previous budget noting a few line item changes: Travel is increased due to the required travel associated with performing functional screens; Utilities remains the same for now until we receive direction from the county; Office Supplies are decreased by 10% with expected savings from implementing "lean" measures; Food Costs are increased by 5% based on the new meal cost; and Data Processing, Insurance and Indirect Costs remain the same until we receive the updated county budget information. Under Contract Expenses N.E.W. Curative has asked for \$5,000 over last year; American Red Cross has asked for a \$5,000 increase; management costs have been increased to \$4,000 for the transportation grant; Rural Driver Escort has been increased due to more rides; \$22,899 is budgeted for the continuation of the Prevention Programs; and, \$226,970 for the Human Services Department Contract is budgeted for now. These adjustments bring the projected 2010 Expenses down to \$4,611,632.

On the revenue side, Ms. Archambault noted that a major increase is projected in MA Claiming, much of which offsets the reduction in the ADRC grant. Older Americans Act funding showed an overall slight increase. Nutrition Program Income was decreased by \$1,000 based on this year's experience. The s.85.21 Transportation grant requires a 20% levy match which will result in \$1,805 of levy required for transportation and unavailable for agency use. Revenue projections total \$4,619,820 for 2010.

Ms. Archambault also reviewed the 2010 Budget depicting a breakdown of how expenses and revenues are allocated by program.

LEGISLATIVE UPDATE: Ms. Finder-Stone announced that the CWAG (Coalition of Wisconsin Aging Groups) will be holding their 32nd Annual Convention, *The Changing Face of Aging* in Green Bay on July 23 – 24, 2009. They will also be holding their District Meeting on September 14, 2009 at the S.C. Grand. Ms. Finder-Stone distributed registration forms for the convention and urged board members to attend.

DIRECTOR'S REPORT: Ms. Archambault reported that she has been working on the 2010 Draft Budget.

GREATER WISCONSIN AGENCY ON AGING RESOURCES (GWAar) NETWORK NOTES:

Ms. Archambault referred board members to the GWAar Newsletter, the "Greater Wisconsin Agency on Aging Resources, Inc. Network Notes", included in the board packet for their perusal. GWAar's Planning and Service Area covers 70 of Wisconsin's 72 Counties (with the exception of Dane and Milwaukee Counties) and all 11 Native American Tribes in the state.

ANNOUNCEMENTS: There were no announcements.

NEXT MEETING DATE – JULY 15, 2009: The next ADRC Board of Director's Meeting will be held on Wednesday, July 15, 2009.

ADJOURN: Ms. Aanonsen moved to adjourn and Ms. Finder-Stone seconded. **MOTION CARRIED.** The meeting adjourned at 10:04 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Arlene Westphal', is written over a horizontal line.

Arlene Westphal, Secretary